AMERICAN PUBLIC TRANSPORTATION ASSOCIATION

TO: Bus & Paratransit Products & Services Showcase Exhibitors

FROM: Ellen M. Drudy
Director of Operations and Conferences
National Trade Productions, Inc.

RE: 2011 Bus & Paratransit Products & Services Showcase

Thank you for reserving a booth for the American Public Transportation Association's 2011 Bus & Paratransit Products & Services Showcase at the Memphis Cook Convention Center in Memphis, TN. Please read the enclosed information carefully. A happy exhibitor is well-informed.

Show hours are:

Tuesday May 24 10:30am – 2:00pm

This exhibitor packet contains information you will need regarding your exhibit in the showcase. An exhibitor list is included with your booth location as well as a floor plan.

If you have questions, please contact me by email: edrudy@ntpshow.com or telephone: 703-706-8209.

Best Regards,

Ellen

2011 Bus & Paratransit Conference

Bus Display and/or Showcase Only Registration Form

Memphis Convention Center
Memphis, TN
Bus Display – May 23
Bus Products & Services Showcase – May 24

Meetings Department
American Public Transportation Association
1666 K Street, NW
Washington, DC 20006
Fax: 202-496-4331

Anyone wishing to just walk the bus display and/or the showcase or participate only as an exhibitor must register for the event. **Please note: This badge will only give you access to the Bus Display and/or Exhibit floor.** Your badges can be picked up at the APTA Registration desk in the Memphis Convention Center.

_____$50 Bus Display – May 23, 2011 (11am – 4pm - includes lunch)

_____$50 Bus Products & Services Showcase – May 24, 2011 (10:30am – 2pm - includes lunch)

_____Check
_____Credit Card: ____Visa ____MasterCard ____AMEX ____Diners Club

Number_____Exp._____Signature_____

Name_____

Nickname_____

Title_____

Company_____

Address_____

City/State/Zip_____

Tel_____

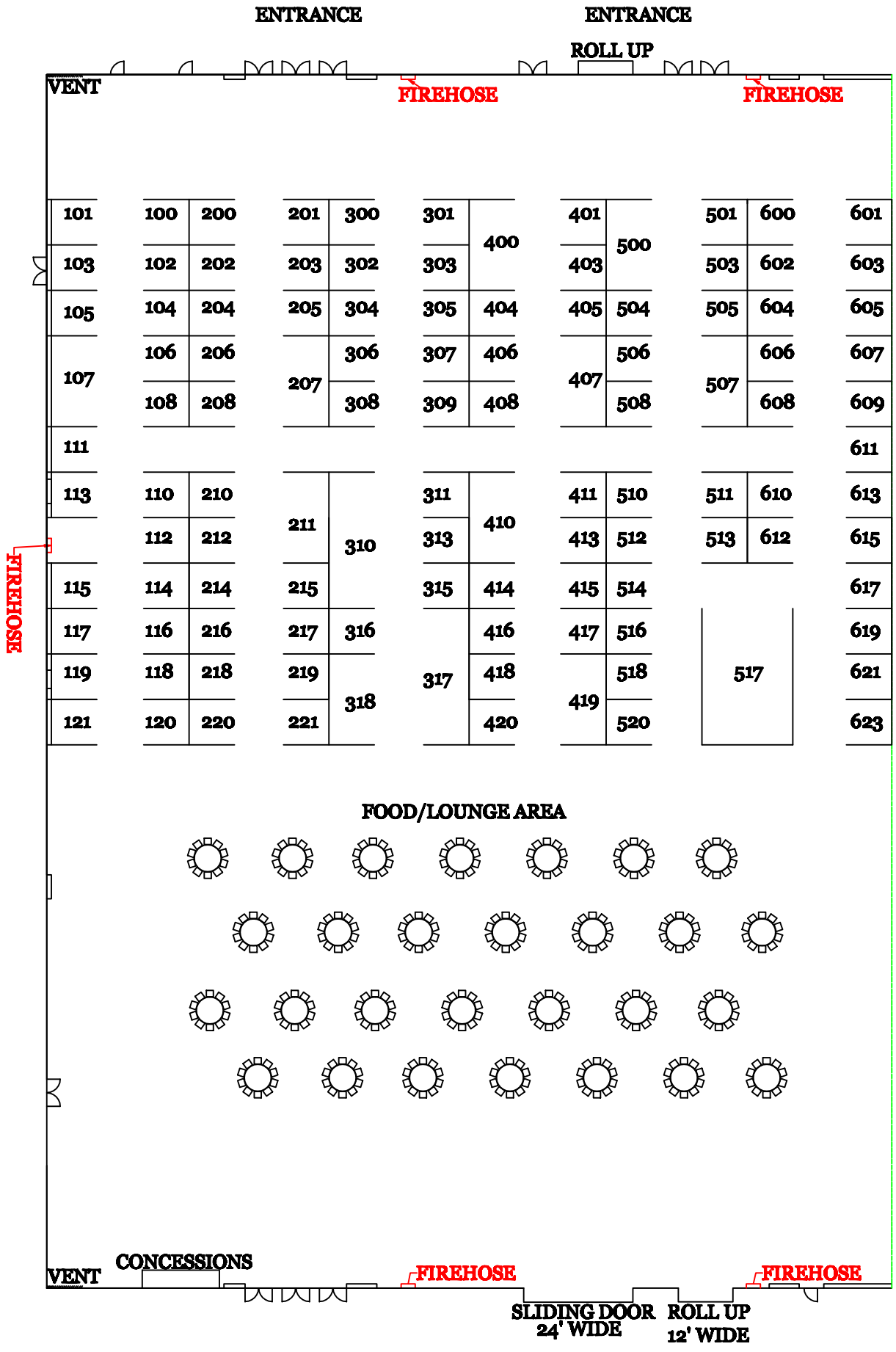
Fax_____

E-mail_____

Submitted By:

Name_____
Company_____
Tel_____Fax_____
E-mail _____

PRE-FUNCTION AREA



Hicks CONVENTION SERVICES AND SPECIAL EVENTS, INC.
935 RAYNER ST.
MEMPHIS, TN 38114
PHONE: (901)272-1171
FAX: (901) 272-9491
HICKSCONVENTIONS.COM

American Public Transportation Association
Memphis Cook Convention Center
East Hall
May 24, 2011
TOTAL OF 110 10'X 10' BOOTHS

1"=30'

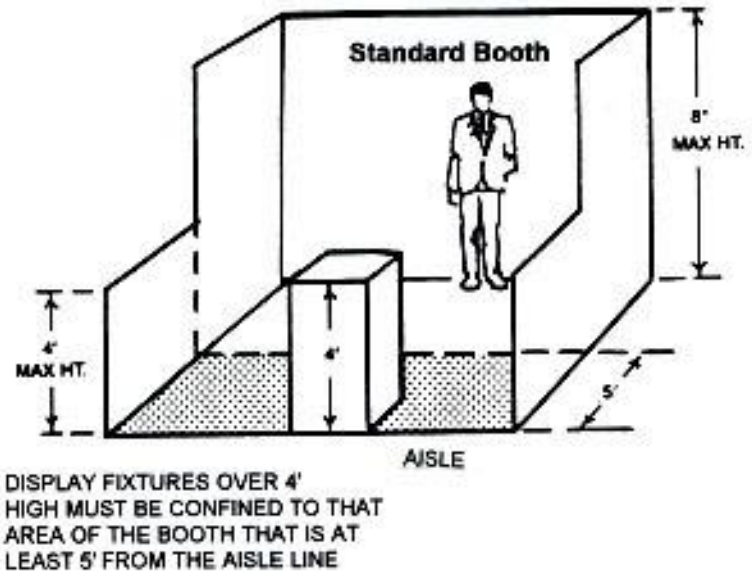
Bus & Paratransit Products & Services
Showcase Display Rules

Show Management rules regarding the physical structure and appearance of exhibits are designed to ensure safety and fairness to all exhibitors. Your display must conform to the guidelines provided below.

Maximum Height – 8 feet. This height may be maintained on the sidewalls of your booth **up to** a distance of **4 feet** from the aisle. Remaining length of the sidewall **may be no higher than 4 feet**. See diagram below.

Please note, the exhibit hall will be carpeted.

Exhibitors may not begin dismantling their exhibit until the close of the show.



EVENT RENTALS
A DIVISION OF HICKS CONVENTION SERVICES AND SPECIAL EVENTS INC.
WWW.HICKSCONVENTIONS.COM • 901.272.1171 • MEMPHIS, TN
BY HICKS

Exhibitor Service Manual

Bus & Paratransit Products & Services Showcase
Memphis Cook Convention Center
East Hall
May 24, 2011

Bus & Paratransit Products & Services Showcase
Memphis Cook Convention Center
East Hall
May 24, 2011

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SHOW INFORMATION

We are pleased that Hicks Convention Services has been selected as your Official Service Contractor. Our goal is to assist in making your participation a success.

BOOTH EQUIPMENT:

Each in-line booth will be set with 8' high panels of back drape and 3' high side divider drape.

All items provided are on a rental basis. Any damage to Hicks materials will be the responsibility of the exhibitor.

Below items are provided by Show Management.

Each 10'x10' inline booth will consist of:

(1) 6' Blue skirted table
2 Chairs
1 Wastebasket w/liner
1 ID Sign with Company name
Show colors: Blue & White
Flooring: Booth will be carpeted gray

INSTALLATION:

Exhibitors may begin set-up:

Monday, May 23rd from 1:00pm-5:00pm.

All exhibits must be set by:

Monday, May 23rd by 5:00pm.

SHOW HOURS:

Tuesday, May 24th from 10:30am-2:00pm.

DISMANTLE:

Dismantle of exhibits may begin:

Tuesday, May 24th at 2:00pm.

All exhibit materials must be cleared from the facility by:

Tuesday, May 24th by 6:00pm.

IMPORTANT: **Exhibitors may begin teardown immediately after the show closes. Hicks Convention Services will NOT be responsible for any booth contents that become missing or damaged during the move out.**

FORCE FREIGHT TIME:

Drivers must be checked in by:

By 4:00pm (Two hours after the close of show)

SHOW INFORMATION

SHIPPING INFORMATION:

ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS.

WAREHOUSE SHIPMENTS: Hicks Convention Services will accept crated, boxed, or skidded materials beginning ***April 25, 2011*** to the warehouse address below. Any shipment received after ***May 13, 2011*** will be charged a 25% late surcharge. Shipments arriving after ***May 20, 2011*** will be refused.

Warehouse shipping address:
(All information below must be provided on the shipping labels.)

Show name: Bus & Paratransit Products & Services Showcase
Company Name _____
Booth #(Optional)_____

Hicks Convention Services
935 Rayner St.
Memphis, TN 38114

The warehouse will receive shipments Monday through Friday during the hours of 8:00 am – 4:00 pm.

SHOW SITE SHIPMENTS:

Hicks Conventions Services will accept show site shipments on ***May 23, 2011*** at the address below. **DO NOT ship your materials to arrive prior to these date(s).** All shipments must be consigned c/o Hicks Convention Services to enable us to accept them for handling. The facility will not accept direct shipments consigned to them, as they have no means for receiving or storing freight. **If exhibit material is shipped to the facility, the facility may turn it over to Hicks Convention Services for distribution to your booth. This will result in charges from Hicks Convention Services and the facility.**

Show site Shipping address:
(All information below must be provided on the shipping labels.)

Show name: Bus & Paratransit Products & Services Showcase
Exhibiting Company Name_____
Booth #_____
C/O Hicks Convention Services
Show Site Address: Memphis Cook Convention Center
255 N. Main St.
Memphis, TN 38103

Note: Shipping to show site might cause a delay in getting your freight to your booth. It is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely matter at the show.

ELECTRICAL: Electrical service may be ordered through the facility.

TELEPHONE: Telephone service may be ordered through the facility.

CUSTOMER SERVICE: Please call Hicks Convention Services @ (800) 798-0262 or (901) 272-1171 and ask for the ***CUSTOMER SERVICE DEPARTMENT.***
You may also FAX us @ (901) 272-9491.

Bus & Paratransit Products & Services Showcase
Memphis Cook Convention Center
East Hall
May 24, 2011

Discount Price Deadline: May 13, 2011
RETURN VIA FAX: 901-272-9491

PAYMENT POLICY FORM

Payment Policy -100% including applicable tax is due at show site.

Full payment must be included with all advance orders to obtain discount prices. Purchase Orders are not considered advance payment. Payment may be made by company check or credit card authorization.

Any additional costs incurred for orders or services placed at show site are due and payable upon presentation of the invoice. All adjustments must be made at show site.

ABSOLUTELY NO CREDITS WILL BE ISSUED AFTER SHOW CLOSING.

All accounts must be settled at the Hicks Convention Services Desk prior to show closing. Your show site representative must be made aware of this policy and have means of payment, unless credit card authorization is provided.

In the event that you have arranged for an agent to handle your display, your agent will be required to adhere to this policy as we will not bill a third party. If this policy is not adhered to, the exhibitor shall then be liable for payment.

INTERNATIONAL EXHIBITORS: We require 100% pre-payment of advance orders. Payment must be rendered by cash, company check payable in U.S. dollars drawn on a U.S. account, American Express, MasterCard or Visa Credit Cards.

Exhibitors will be assessed a $25.00 service charge for any returned check(s).
A finance charge of 1 1/2% per month (18% per annum) will be added to any outstanding invoices.

►**PLEASE PRINT CLEARLY OR TYPE. This form must be signed and accompany your order**.

TELEPHONE: Telephone service may be ordered through the facility.

CUSTOMER SERVICE: Please call Hicks Convention Services @ (800) 798-0262 or (901) 272-1171 and ask for the ***CUSTOMER SERVICE DEPARTMENT.***
You may also FAX us @ (901) 272-9491.

Company Name:		Booth #:
Street Address:		
City:	State:	Zip:
Authorized Person		

Bus & Paratransit Products & Services Showcase
Memphis Cook Convention Center
East Hall
May 24, 2011

Discount Price Deadline: May 13, 2011
RETURN VIA FAX: 901-272-9491

CHARGE AUTHORIZATION FORM PLEASE PRINT CLEARLY OR TYPE. *Complete, sign and return this form with your orders*.

Company Name		Booth #
Billing Address		
City	State	Zip
Ordered By		Date
► **Any charge back fee resulting from invalid charge disputes will incur a $25.00 fee, per occurrence.**		
Phone	Fax	

PLEASE PRINT CLEARLY OR TYPE: Check the appropriate box, list card number and expiration date.

☐ **American Express** ☐ **Master Card** ☐ **VISA** **V-Code**_____

_____
EXPIRATION DATE

SIGNATURE OF CARDHOLDER *(as it appears on card)*: _____

PRINT NAME *(as it appears on card)*: _____

PRINT NAME OF PERSON(s) AUTHORIZED TO SIGN AT SHOWSITE:_____

IMPORTANT: Any show site balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable.

Bus & Paratransit Products & Services Showcase
Memphis Cook Convention Center
East Hall
May 24, 2011

Discount Price Deadline: May 13, 2011
RETURN VIA FAX: 901-272-9491

RECAP OF SERVICES ORDERED

FURNITURE	$_____
CARPETING AND PADDING	$_____
CLEANING	$_____
SIGNS	$_____
FLORAL	$_____
LABOR ORDER FORM (ESTIMATED)	$_____
MATERIAL HANDELING (ESTIMATED)	$_____
OTHER	$_____
9.25% SALES TAX	$_____
TOTAL ESTIMATED	$_____

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ Booth #_____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

E-Mail _____ Contact _____

Bus & Paratransit Products & Services Showcase
Memphis Cook Convention Center
East Hall
May 24, 2011

Discount Price Deadline: May 13, 2011
RETURN VIA FAX: 901-272-9491

FURNITURE ORDER FORM

CANCELLATION POLICY: Items cancelled after delivery to booth will be subject to a 50% charge **of the original price.**

USE OF EQUIPMENT: Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Hicks Convention Services cannot be responsible for injuries or falls caused by the improper use of rental furniture. All materials are on a rental basis and remain the property of Hicks Convention Services.

Qty.	**30" Wide Draped Tables** (white plastic top; skirted on 3 sides.) Circle your skirt color below.	Disc. Price	Stand. Price	Sub-total
	4' long 30" high	$40.00	$50.00	
	4' long 42" high	$63.00	$73.00	
	6' long 30" high	$50.00	$60.00	
	6' long 42" high	$77.00	$87.00	
	8' long 30" high	$60.00	$70.00	
	8' long 42" high	$90.00	$100.00	
	Fourth side draping	$20.00	$30.00	
	30"x30" Cocktail Table w/linen	$50.00	$60.00	
	30"x42" Bistro Table w/linen	$60.00	$70.00	

Circle Skirt Color: ▶	Red	Burgundy	Teal
	Blue	Plum	Black
	Silver	White	Gold

Qty.	**30" Wide Undraped Tables** (topped in white plastic)	Disc. Price	Stand. Price	Sub-total
	4' long 30" high	$29.00	$39.00	
	4' long 42" high	$39.00	$49.00	
	6' long 30" high	$39.00	$49.00	
	6' long 42" high	$49.00	$59.00	
	8' long 30" high	$49.00	$59.00	
	8' long 42" high	$59.00	$69.00	

Qty.	Accessories	Disc. Price	Stand. Price	Sub-total
	Samsonite chair	$15.00	$17.00	
	Padded arm chair	$32.00	$42.00	
	Padded side chair	$25.00	$35.00	
	Counter stool	$35.00	$45.00	
	Director's chair – low height	$30.00	$40.00	
	Wastebasket	$8.00	$10.00	
	Easel	$15.00	$25.00	
	22" x 28" chrome sign holders	$41.00	$51.00	
	Pegboard 4' x 8' vertical/horizontal	$85.00	$95.00	
	Tackboard 4' x 8' vertical/horizontal	$85.00	$95.00	
	Glass showcase	$250.00	$325.00	
	Clothing rack or Bag rack	$40.00	$50.00	
	4' undraped table riser -1 step	$23.00	$29.00	
	4' undraped table riser -2 step	$33.00	$41.00	
	6' undraped table riser -1 step	$28.00	$34.00	
	6' undraped table riser -2 step	$36.00	$45.00	
	8' undraped table riser -1 step	$33.00	$41.00	
	8' undraped table riser -2 step	$47.00	$59.00	
	Riser draping -priced per linear foot	$3.00	$4.00	
	27" LCD Flat Panel TV	$115.00	$125.00	

Total of items: Ordered: $_____+ 9.25%_____=Amt. due_____

Company Name_____ Booth#_____

Address_____

City_____ State _____ Zip_____

Authorized by *(please print or type)*_____

Telephone_____ Fax_____

Signature_____Title_____

Qty.	**Special Masking Drape**	Disc. Price	Stand. Price	Sub-total
	8' Masking	$8.00/lf	$10.00/lf	
	3' Masking	$5.00/lf	$7.00/lf	
	Pole Package: 2- 8'Uprights and 3- Crossbars per 10' space	$85.00	$105.00	

▶Circle Drape Color:	Plum	Silver	White
	Red	Burgundy	Teal
	Blue	Rose	Black

- Table risers are topped in white plastic
- If colors are not selected, Hicks will do so at no risk

Bus & Paratransit Products & Services Showcase
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CARPET & PADDING ORDER

Pre-Cut CARPET Standard Sizes (includes front tape*)

		Discount Price	Standard Price
_____	10' x 10'	$95.00	$125.00
_____	10' x 20'	$190.00	$220.00
_____	10' x 30'	$285.00	$288.00
_____	10' x 40'	$380.00	$410.00

Custom carpet: _____ ft. x ____ ft. @ $1.87 / sq. ft. $2.35 sq. ft.

►CIRCLE COLOR: **If not Selected, Hicks will do so at no risk.** **Black** **Red** **Blue** **Grey** **Burgundy** **Teal** **Plum**

Carpet PADDING

Comfort Carpet Padding per sq. ft. $1.25

Plastic covering, per sq. ft. $2.00

TOTAL OF ITEMS ORDERED _____

SALES TAX 9.25% _____

BALANCE DUE _____

To receive discount price, payment in full for all advance orders must accompany order. All orders placed at the show will be billed at standard prices. All invoices must be paid in full at the show.

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ Booth # _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____

Authorized by _____ Title _____

Signature _____

Bus & Paratransit Products & Services Showcase
Memphis Cook Convention Center
East Hall
May 24, 2011

Discount Price Deadline: May 13, 2011
RETURN VIA FAX: 901-272-9491

Floral Order Form

Orders placed after **May 23, 2011** will be filled on availability and assessed a 25% service charge.

	Rental Price	Quantity	Total Price
Misc. Flowering Plants: ..... Color Preference _____ (if available) **If color preference is not selected or is not available, Hicks will select at no risk. All flowering plants are based upon availability.**	$40.00	_____	_____
Fern	$40.00	_____	_____
Green Plants for Table Top.....	$37.00	_____	_____
2' to 3' Foot Green Plants.....	$52.00	_____	_____
4' Foot Green Plants.....	$62.00	_____	_____
5'-6' Foot Green Plants.....	$82.00	_____	_____
7' Foot Green Plant.....	$122.00	_____	_____
Small Flower Arrangement.....	$57.00	_____	_____
Large Flower Arrangement.....	$82.00	_____	_____
Vines.....	$37.00	_____	_____
Orchids.....	$52.00	_____	_____
Custom Design Arrangements (call for quote).....	$_____	_____	_____

Size: _____ ***Height:*** _____ ***Color:*** _____

Floral orders can be placed at the Hicks Service Desk during Exhibitor move-in hours. A minimum of 24 hours notice must be allowed for* SUBTOTAL: _____ _____ *delivery. Every effort will be made to fill floor orders.

NOTE: No credits or refunds on floral orders. Damaged or stolen plants are Exhibitor's responsibility, to be paid at retail value.

Sub- Total:	_____	_____
9.25% SALES TAX:	_____	_____
TOTAL DUE:	_____	_____

Company Name _____ Booth # _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
Authorized by _____ Title _____

Bus & Paratransit Products & Services Showcase
Memphis Cook Convention Center
East Hall
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Discount Price Deadline: May 13, 2011
RETURN VIA FAX: 901-272-9491

CLEANING ORDER FORM

Vacuuming, sweeping of booths or the emptying of wastebaskets is not included in your booth space rental. If you desire these services, you must order them. All rates are based on gross square footage of your booth ***with a 100 square foot minimum per day. WHEN ORDERING DAILY CLEANING, YOU MUST ORDER FOR EVERY SHOW DAY.***

BOOTH CLEANING -All rental carpets are delivered clean to your space. However, during set up, the carpet can become soiled. We suggest you order cleaning services at least once before the show opens.

	Vacuuming Carpet Prior to show opening only _____ **sq. ft. x $ .25 NOT REQUIRED WHEN ORDERING DAILY**	$.25 per square foot
	Vacuuming Carpet Daily _____ **sq. ft. x $ .22 x _____days**	$.22 per square foot
	Shampooing Carpet -Indicate Date(s):	$.40 per square foot
	Anti-Static Spraying -Indicate Date(s):	$.20 per square foot

PORTER SERVICE -This excess trash removal service is provided every 2 hours during the show up to a maximum of 8 hours straight time.

	One Day -Indicate Date:	$77.00 per day
	Daily -Indicate Dates:	$66.00 per day

SPECIAL REQUESTS:

TOTAL OF ITEMS ORDERED: $_____

9.25% SALES TAX: $_____

BALANCE DUE: $_____

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ Booth # _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
Authorized by _____ Title _____
Signature _____

Bus & Paratransit Products & Services Showcase
Memphis Cook Convention Center
East Hall
May 24, 2011

Discount Price Deadline: May 13, 2011
RETURN VIA FAX: 901-272-9491

SIGN ORDER FORM

When ordering signs, please provide the following information:

- Size
- Exact copy, as you wish it to appear
- Color(s) for copy and show card
- Indicate vertical or horizontal
- Easel back, if desired

	Quantity	Horizontal	Vertical	Color	Easel Back	TOTAL
7” x 44” -$41.00						
11” x 14” -$45.00						
14” x 22” -$54.00						
22” x 28” -$62.00						
28” x 44” -$99.00						
40” x 60” -Quoted						

1. There will be an additional charge for reproduction of emblems, logos, trademarks, specialty signs, custom graphics, etc. Quotes will be provided upon request.
2. Quotes for banners, specialty signs, etc., will be furnished upon request.
3. Preserve your signs with laminate for $ .03 per square inch.
4. Easel Back: add $5.00 per sign Detachable Arrows: add $5.00 per sign
5. Show site orders quoted upon request.
6. If required, there will be an additional charge for sign design labor or labor to prepare logos for reproduction.
7. **SIGNS ORDERED AFTER DISCOUNT DEADLINE WILL BILLED AT STANDARD PRICES WHICH ARE DOUBLE THE ABOVE RATES.**

SIGN COPY AS FOLLOWS (or attach copy with order):

_____

_____

_____

TOTAL OF ITEMS ORDERED _____

SALES TAX 6% _____

BALANCE DUE _____

►To receive discount price, payment in full for all advance orders must accompany order.

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ Booth # _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
Authorized by _____ Title _____
Signature _____

Bus & Paratransit Products & Services Showcase
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LABOR ORDER FORM

- All labor is performed by trained & skilled personnel. To insure ample availability of labor, ***PLEASE ORDER IN ADVANCE.***
- Starting time can be guaranteed only when labor is ordered for 8:00 AM. Hicks Convention Services will attempt to provide labor at all other ordered times, however, in some cases it may be impossible to have labor at an exact given time.
- If service A or B (see below) is not specified, labor will not be assigned until the exhibitor reports to the labor desk.
- All labor is billed on a 1 man, 1 hour minimum. If exhibitor fails to pick up labor at time ordered, a one hour per worker no-show charge will be applied.
- As indicated on the *Notification of Intent to Use "Non-Official" Service Contractor* form, labor and services ordered for exhibitor by other contractors must be authorized prior to show setup in writing by the exhibiting company. A **Certificate of Insurance** must also be presented to Hicks prior to any other contractor beginning work on the show floor. Payment for labor and services is the responsibility of the exhibitor.
- **LABOR RATES:**
  $52.00/hour -Straight time: Weekdays 8:00 AM. -4:30pm
  $104.00/hour -Overtime: All other hours on weekdays, Saturday, Sunday and Holidays All labor will be billed in one hour increments.

SCHEDULE FOR LABOR	Number of Workers	Dates Required	Time	Approx. Hours
Installation:				
Dismantling:				

▶ *Please Check Type of Service Required*

☐ **Service A:** All work performed and supervised by Hicks personnel. Please send any necessary information, blue prints, etc.

The charge for supervisory services is 30% of total labor bill with a $52.00 minimum charge.

Installation: Dismantle:

Please Indicate:

Y N Set-up plans attached

Y N Photo attached

Y N Self- contained unit

Set-up plans in crate #_____
Number of crates _____

☐ **Service B** All work performed by Hicks personnel under the direct supervision of exhibitor's representative. ***Should the exhibitor's representative not be present during the entire time, Hicks assumes no liability.***

Please indicate:
Exhibitor's /Rep's. Name _____
Contact Phone Number _____

Other Services Available: (Please indicate if needed)

- o Forklift Labor Up To 3,000 lbs:
  Number of hours _____ x $122.00 ST
  Number of hours _____ x $174.00 OT
- o Shrink Wrapping $10.00 + 1/2 hr labor per standard pallet
- o Banding: $1.50 per lin. Ft. + 1 hr. (min) labor
- o Rigging, Special Equipment, Vehicle Spotting, etc:

PLEASE PRINT CLEARLY OR TYPE:

Company Name _____ Booth # _____
Address _____
City _____ State _____ Zip _____
Telephone _____ Fax _____
Authorized by _____ Title _____
Signature _____

Bus & Paratransit Products & Services Showcase
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EXHIBIT SHIPPING INFORMATION & DRAYAGE RATE SCHEDULE

Ship Prepaid Only -Collect Shipments will be Refused
ANY ADVANCE SHIPMENTS RECEIVED AFTER **May 20, 2011** WILL BE REFUSED AND SHOULD BE REROUTED FOR DELIVERY TO THE SHOW SITE.
Loose and Uncrated Materials will be Received at Show Site Only
All Charges are Based on In-Bound Weights Only

ADVANCE SHIPMENT

Rates Include:

- Unloading crated material
- Storing at Hicks warehouse for up to 30 days
- Reloading onto trucks and delivery to exhibit site
- Unloading materials and delivery to your booth
- Removing of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Advantage:

- 30 Day window for receipt of materials
- Materials in your booth prior to your arrival
- Ability to trace freight in advance of exhibition
- Advance notification in the event of visible damage to materials.

Exhibitors should label and consign shipments as follows:
Your company name: _____
Your booth#: _____
Show Name: Bus & Paratransit Products & Services Showcase

C/O: Hick Convention Services
935 Rayner St.
Memphis, TN 38114

Warehouse: $57.50 per CWT
with a 200 lb minimum (CWT=100 lbs.)
Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight.

SHOW SITE SHIPMENT

Rates Include:

- Unloading materials when received and delivery to your booth
- Removal of empty shipping containers from your booth, storing and returning at close of show
- Reloading materials onto outbound transportation

Important Factors:

- Materials must be received only on designated date(s)
- Limited control of delivery time schedule
- Unloading will occur on a "first come, first serve" basis as off loading area(s) become available
- Tracing capabilities diminish
- Limited time for repair/replacement in the event of damage

Exhibitors should label and consign shipments as follows:
Your company name: _____
Your booth#: _____
Show Name: Bus & Paratransit Products & Services Showcase

C/O: Hicks Convention Services
Show site address: Memphis Cook Convention Center
255 N. Main St.
Memphis, TN 38103

Show Site: $55.00 per CWT
with a 200 lb minimum (CWT=100 lbs.)
Charges for these services will be based on the inbound weight per shipment and will be rounded up to the nearest hundred weight

____lbs. x $57.50 per CWT = $_____ ____lbs. x $55.00 per CWT = $_____

Due to insurance & liability reasons, the use of forklifts, dollies, hand trucks and moving equipment is strictly prohibited and will require the use of Hicks Labor. Please contact your Hicks Representative at 800-798-0262.

SCHEDULE OF RATES: ALL WAREHOUSE SHIPMENTS RECEIVED AFTER **May 13, 2011** WILL BE SUBJECT TO A 25% LATE HANDLING CHARGE.

SURCHARGES: Fed-Ex, UPS, DHL, loose, uncrated, or improperly packaged materials, or those delivered by a carrier not providing supporting paperwork will be assessed a 25% special handling fee. A surcharge will be assessed for **special trips, handling of shipments** arriving at the warehouse after initial installation date, or for shipments arriving at Show Site after scheduled set-up times.

Hicks Convention Services will not be responsible for damage to uncrated and/or un-skidded exhibit material, nor will we be responsible for concealed damage to material.

SHIPPING INSTRUCTIONS AT CLOSE OF SHOW			
Consign To:			
Street Address:			
City	**State**		**Zip**
Type of Carrier:	**Motor Freight**	**Air**	**Van Line**
If Prepaid, Bill To:			
City, State and Zip:			

ALL SHIPMENTS MUST ARRIVE PREPAID

1) Shipments must be consigned to Hicks Convention Services, as the hotel and convention site do not have the facilities to receive such shipments and may refuse them.
2) Hicks Convention Services. will not be responsible for piece count or condition of shipments that are delivered without supporting bill of lading or delivery slip (i.e. FedEx, UPS).
3) It is understood that Hicks Convention Services and its subcontractors do not automatically insure materials, that insurance, if any, shall be arranged by the Exhibitor and the amounts payable to Hicks for drayage services are based on the value of the material handling services and the scope of Hicks liability as herein set forth. The amounts payable to Hicks are unrelated to the value of the Exhibitors property being handled by Hicks Convention Services or its subcontractor. It is impractical and extremely difficult to fix the value of each shipment handled by Hicks Convention Services or its subcontractors. It is agreed therefore that if Hicks Convention Services or its subcontractors should be found liable for loss or damage to Exhibitors materials, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to 30 cents per pound per article, with a maximum liability of $500 per item, or $1,000 per shipment, whichever amount shall be less, as agreed upon damages and not as a penalty, and such agreed upon damages shall be the Exhibitors exclusive remedy. Exhibits left on exhibit floor without return instructions will be returned to our warehouse and held for disposition at an additional charge. Hicks Convention Services will not be responsible for condition, count or content until such time as exhibits or materials are picked up for removal after the close of the exhibition.
4) Make certain all your material is properly insured against fire, theft and all hazards while in transit to and from your booth and for the duration of the exhibition.
5) Exhibitor routings on outbound shipments will be honored when possible. However, we reserve the right to reroute as necessary. All outbound shipments must be tendered with a Bill of Lading. In the event the designated carrier fails to pick up by the specified time, such shipments will be rerouted by Hicks Convention Services. **Specified (freight force) time can be obtained at the Hicks Service Desk or by calling customer service.**
6) All shipments requiring special handling for any reason, or due to length, width or height, will be handled on a time and material basis.
7) Hicks Convention Services, as the Drayage Contractor, shall have control over all freight docks, doors, elevators and crate storage areas. Any shipment not handled by Hicks Convention Services, but for which Hicks Convention Services is required to handle the storage of the empty shipping containers, a charge will be assessed.
8) To avoid confusion, remove all expired shipping labels before shipment.
9) Collect shipments will not be accepted unless written authorization is furnished by the shipper to accept the shipment. There will be a 25% surcharge ($15.00 minimum) based on the amount advanced by Hicks Convention Services.

HICK CONVENTION SERVICES WILL ROUTE ALL SHIPMENTS UNLESS SPECIAL ADVANCE ARRANGEMENTS ARE MADE . . .

INSURANCE

Hicks Convention Services will not be responsible for the count or content of material after it has been placed in the exhibit area, before or during installation time, or at the conclusion of the event, or prior to taking physical count and possession in preparation to moving such materials.

You agree to hold harmless Hicks Convention Services for responsibility for concealed and/or apparent damage to uncrated and/or un-skidded exhibit material.

SHIPPING INSTRUCTIONS AT CLOSE OF SHOW		
Consign To:		
Street Address:		
City	**State**	**Zip**

To assure the orderly processing of your material-handling service requirements it is absolutely essential that this form be READ, COMPLETED and SIGNED by an officer of your organization, and RETURNED PROMPTLY TO:

Hicks Convention Services
935 Rayner St. Memphis, TN 38114

EXHIBITOR MATERIALS

From (Shipper):_____

To: _____
(Exhibitor Name)

Show Name: Bus & Paratransit Products & Services Showcase

C/O Hicks Convention Services
935 Rayner St.
Memphis, TN 38114
ADVANCE FREIGHT MUST BE DELIVERED BY:
May 13, 2011

Booth # (optional) : _____

No. _____ **of** _____ **pieces**

ADVANCE

EXHIBITOR MATERIALS

From (Shipper):_____

To: _____
(Exhibitor Name)

Show Name: Bus & Paratransit Products & Services Showcase

C/O Hicks Convention Services
935 Rayner St.
Memphis, TN 38114
ADVANCE FREIGHT MUST BE DELIVERED BY:
May 13, 2011

Booth # (optional) : _____

No. _____ **of** _____ **pieces**

ADVANCE

EXHIBITOR MATERIALS

From (Shipper):_____

To: _____

(Exhibitor Name)

Show Name: Bus & Paratransit Products & Services Showcase
C/O Hicks Convention Services
Show site address: Memphis Cook Convention Center
255 N. Main St.
Memphis, TN 38103

WE WILL START ACCEPTING SHOW SITE FREIGHT ON:
May 23, 2011

Booth # (optional) : _____

No. _____ **of** _____ **pieces**

SHOW SITE

EXHIBITOR MATERIALS

From (Shipper):_____
_____

To: _____

(Exhibitor Name)

Show Name: Bus & Paratransit Products & Services Showcase
C/O Hicks Convention Services
Show site address: Memphis Cook Convention Center
255 N. Main St.
Memphis, TN 38103

WE WILL START ACCEPTING SHOW SITE FREIGHT ON:
May 23, 2011

Booth # (optional) : _____

No. _____ **of** _____ **pieces**

SHOW SITE

MEMPHIS COOK CONVENTION CENTER
255 North Main Street ~ Memphis, Tennessee 38103
(901) 576-1200, EXT. 1222 ~FAX# (901) 576-1212

THE CANNON CENTER
FOR THE PERFORMING ARTS

ELECTRICAL SERVICE ORDER FORM

Name of Exhibition or Show: _____Booth No._____
Firm/Booth Name: _____Show Dates_____
Address: _____Phone No._____
City: _____State: _____Zip Code _____
Ordered By: _____Signature: _____Date:_____
(Print or Type)

*PAYMENT: Cash___Check ___Visa_Mastercard__Amex.__ Disc___Fax No._____
CARD #_____EXP. DATE_____
VERIFICATION CODE _____ (3 DIGIT CODE ON BACK OF CARD)

CARDHOLDER NAME_____SIGNATURE_____

EMAIL ADDRESS FOR RECEIPTS_____

Signature of requesting party on order form indicates acceptance of terms and conditions on reverse side.
PAYMENT NOTICE: Preorder rates apply only to orders paid in full and received twelve (**12)** days prior to the first scheduled move-in day
ON-SITE RATES must be paid at the time of move-in for all other orders. NO EXCEPTIONS.
ALL ORDERS MUST BE PAID IN FULL BEFORE SERVICES ARE RENDERED

ALL ORDERS MUST BE MAILED, FAXED OR PLACED ON-SITE
(NO TELEPHONE ORDERS WILL BE ACCEPTED)

ELECTRICAL SERVICE

Standard Power: Service will be brought to the booth in the most convenient manner; special placement will incur labor charges.

QUANTITY	One Single Outlet	PREORDER RATE	ON-SITE RATE	TOTALS
_____	120 Volts up to 2000 Watts	$90.00	$120.00	$_____
_____	120 Volts up to 3000 Watts	$120.00	$150.00	$_____

Rental Items listed below do not include electrical services. Exhibitor must order electrical services to utilize rental service. Limited Availability

QUANTITY		RATE	TOTALS
_____	25 Foot Extension Cord	$25.00	$_____
_____	50 Foot Extension Cord	$30.00	$ _____

SPECIAL ELECTRICAL SERVICE

208 Volts – SINGLE PHASE – per single connection

Amps	Quantity	Preorder Rate	Onsite Rate	TOTALS
20	_ _____	$120.00	$240.00	$_____
30	_____	$180.00	$360.00	$_____
40	_____	$240.00	$480.00	$_____
50	_____	$300.00	$600.00	$_____

208 Volts – THREE PHASE – per single connection

Amps	Quantity	Preorder Rate	Onsite Rate	TOTALS
20	_____	$145.00	$290.00	$_____
30	_____	$220.00	$435.00	$_____
40	_____	$290.00	$580.00	$_____
50	_____	$360.00	$720.00	$_____

480 Volts – SINGLE PHASE – per single connection

Amps	Quantity	Preorder Rate	Onsite Rate	TOTALS
20	_____	$200.00	$390.00	$ _____
30	_____	$290.00	$580.00	$ _____
40	_____	$385.00	$770.00	$ _____
50	_____	$480.00	$960.00	$ _____

480 Volts – THREE PHASE – per single connection

Amps	Quantity	Preorder Rate	Onsite Rate	TOTALS
20	_____	$240.00	$480.00	$_____
30	_ _____	$360.00	$720.00	$_____
40	_____	$480.00	$960.00	$_____
50	_____	$600.00	$1200.00	$ _____

Other 120/208 and 480 volt service available by special order. Please call (901) 576-1222 for pricing and availability.

SEE REVERSE FOR CONDITIONS AND REGULATIONS **GRAND TOTAL DUE $_____**

MEMPHIS COOK CONVENTION CENTER
255 North Main Street ~ Memphis, Tennessee 38103
(901) 576-1200 EXT. 1222 ~ FAX# (901) 576-1212

IMPORTANT CONDITIONS AND REGULATIONS

PAYMENT NOTICE:
PREORDER RATES apply only to orders received and paid in full twelve (12) days prior to the first move-in day of show.
ON-SITE RATES must be paid at move-in for all other orders. **NO EXCEPTIONS.**
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE OPENING OF THE FIRST DAY OF SHOW.
WE ACCEPT **CASH, PRINTED CHECKS, VISA, AMEX AND MASTER CARD ONLY! ALL OTHER ORDERS SUBMITTED WITH ANY OTHER FORM OF PAYMENT WILL NOT BE CONSIDERED TO BE ORDERED.**

All terms, conditions, and rates on this form are subject to change at any time without notice.

CONDITIONS FOR PROCESSING SERVICE ORDER FORMS:

1. Payment in full must accompany service form to be considered.
2. All order form information must be completed in full for order to be processed. Incomplete forms could result in processing delay that may result in floor rate or slow service installation.
3. No service will be installed until full payment is received.
4. Absolutely no sharing of services.
5. Cancellations:
   Refunds will be computed as follows:
   - A written request for refund must be received a minimum of twelve (12) days prior to first move-in day of show.
     NO REFUNDS AFTER INSTALLATION!
   - Refunds will be forwarded by mail or credited after being processed by proper departments.
6. All returned checks will incur a $25.00 Returned Check Fee.

ANY DISCREPANCIES OR DEVIATIONS FROM THE ORIGINAL ORDER MUST BE BROUGHT TO THE ATTENTION OF THE MEMPHIS COOK CONVENTION CENTER SERVICE DESK PRIOR TO THE OPENING OF THE FIRST DAY OF SHOW!
ALL CHANGES TO THE ORGINAL ORDER MAY DELAY THE INSTALLATION OF SAID ORDER.

ELECTRICAL SERVICE CONDITIONS

1. Rates quoted cover delivery of service to the back of the booth and do not include connecting your equipment.
2. Tagging of equipment for proper voltage, phase, connection, etc. is exhibitor's responsibility.
3. Exhibitors using electronic equipment should supply surge protectors for their equipment (there is no surge protection on electrical drops).
4. Memphis Cook Convention Center is not responsible for voltage or frequency variances.
5. Work done after 5:00 p.m. and anytime on Saturdays, Sundays or holidays will be charged at the double time rate. Labor charged in one hour increments.
6. Any changes in location after initial installation will reflect a new order charge.
7. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
8. All equipment, regardless of source of power, must comply with all Federal, state and local building and safety codes.
9. All service connections and overload protection to such equipment must be made by the MCCC House Electrician only.
10. All appropriate exhibitors' extension cords must be of the three-wire grounded type; residential type extension cords and power strip cords are prohibited by local building and safety codes.
11. All exposed non-current carrying metal parts of fixed equipment that are liable to be energized must be grounded.

THE PARTIES AGREE THAT THE IMPLIED WARRANTIES OF MERCHANTABILITY AND THE FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE EXCLUDED FROM THIS AGREEMENT. SMG AND THE MEMPHIS COOK CONVENTION CENTER DO NOT ASSUME ANY LIABILITY FOR DAMAGES OF ANY TYPE WHATSOEVER OR LOSS OF ANTICIPATORY PROFITS RESULTING FROM THE USE OF EQUIPMENT OR SERVICES OR DELIVERY OR INSTALLATION, OR DAMAGE OF ANY SORT WHATSOEVER TO USER'S GOODS OR EQUIPMENT ARISING FROM ANY CAUSE WHATSOEVER.

MEMPHIS COOK CONVENTION CENTER
255 North Main Street ~ Memphis, Tennessee 38103
(901) 576-1200, EXT. 1222 ~FAX# (901) 576-1212
TELEPHONE/INTERNET SERVICE ORDER FORM

THE CANNON CENTER
FOR THE PERFORMING ARTS

Name of Exhibition or Show: _____ Booth No._____
Firm/Booth Name: _____Show Dates_____
Address: _____Phone No._____
City: _____ State: _____ Zip Code _____
Ordered By: _____Signature:_____ Date _____
(Print or Type)

*PAYMENT: Cash__Check No.___Visa__Mastercard__Amex.__ FAX NO._____
CARD#_____EXP. DATE_____
VERIFICATION CODE _____(three digits on back of card, CVV2#)
NAME_____SIGNATURE_____

Signature of requesting party on order form indicates acceptance of terms and conditions on reverse side.
PAYMENT NOTICE: Preorder rates apply only to orders paid in full and received twelve (12) days prior to the first move-in day of show.
ON-SITE RATES must be paid with cash, and/or credit card. NO EXCEPTIONS.
ALL ORDERS MUST BE PAID IN FULL BEFORE SERVICES ARE RENDERED
ALL ORDERS MUST BE MAILED, FAXED OR PLACED ON-SITE
(NO TELEPHONE ORDERS WILL BE ACCEPTED)

TELEPHONE SERVICE
LIMITED AVAILABILTY

TYPE OF SERVICE	PREORDER RATE	ON-SITE RATE	QUANTITY	TOTAL
HOUSE EXTENSION: Single pair line routed through the MCCC main switch. You must dial 9 to access an outside line. All incoming calls are routed through the MCCC switchboard. To receive incoming calls they must dial (901) 576-1200 and then your extension number.	$200.00	$250.00	$ _____	$_____
DIRECT (DID) LINE: This will accommodate most computer modems, faxes and credit card machines; however, data transmission rate is not guaranteed.	$200.00	$250.00	$_____	$_____
TELEPHONE HAND SET RENTAL:	$35.00	$40.00	$_____	$_ _____
LONG DISTANCE ACCESS:	$20.00+ (Carrier Charges)	$25.00+ (Carrier Charges)	$_____	$_____
LONG DISTANCE SECURITY DEPOSIT:	$30.00 (SECURED WITH CREDIT CARD ONLY)		$_____	$_____

INTERNET SERVICE
LIMITED AVAILABILTY

TYPE OF SERVICE	PREORDER RATE	ON-SITE RATE	QUANTITY	TOTAL
WIRELESS INTERNET: We provide a Linksys USB adapter plus software and code to access the Internet (good for one show only).	$500.00	$600.00	$_____	$_____
DSL SINGLE PORT: We provide DSL connection (good for one show only).	$500.00	NO ON-SITE ORDERS	$_____	$_____
DSL & ROUTER: We provide Caymen router/4 port switch (good for one show only).	$600.00 + $100.00 Per Connection	NO ON-SITE ORDERS	$_____	$_____
ISDN LINE CONNECTIVITY ONLY: We provide the line only. **YOU MUST HAVE YOUR OWN MODEM.**	$700.00	NO ON-SITE ORDERS	$_____	$_____

YOU ARE RESPONSIBLE FOR RETURNING TO M.C.C.C. SERVICE DESK ALL EQUIPMENT THAT HAS BEEN PROVIDED TO YOUR BOOTH WITHIN ONE HOUR OF SHOW CLOSING TO BE RELIEVED OF ALL RESPONSIBILITY FOR SAID EQUIPMENT.
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE OPENING OF THE FIRST DAY OF SHOW.

SEE REVERSE SIDE FOR CONDITIONS AND REGULATIONS **GRAND TOTAL DUE $ _____**

MEMPHIS COOK CONVENTION CENTER
255 North Main Street ~ Memphis, TN 38103
(901) 576-1200 EXT. 1222 ~ FAX (901) 576-1212

IMPORTANT CONDITIONS AND REGULATIONS

PAYMENT NOTICE:
PRE-ORDER RATES apply only to orders received and paid in full twelve(12) days prior to the first move-in day of show.
ON – SITE RATES must be paid at the time of move-in for all other orders. **NO EXCEPTIONS.**
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE OPENING OF THE FIRST DAY OF THE SHOW.
WE ACCEPT **CASH, PRINTED CHECKS, VISA, AMEX AND MASTERCARD ONLY! ALL OTHER ORDERS SUBMITTED WITH ANY OTHER FORM OF PAYMENT WILL NOT BE CONSIDERED TO BE ORDERED.**

All terms, conditions, and rates on this form are subject to change at any time without notice.

CONDITIONS FOR PROCESSING TELEPHONE/INTERNET ORDER FORMS:

1. Payment in full must accompany service form to be considered.
2. All order form information must be completed in full for order to be processed. Incomplete forms could result in processing delay that may result in on-site rate or slow service installation.
3. No service will be installed until full payment is received.
4. Cancellations:
   Refunds will be computed as follows
   - ∞ A written request for refund must be received a minimum of 12 (twelve) days prior to the first move-in day of show.
     NO REFUNDS AFTER INSTALLATION!
   - ∞ Refunds will be forwarded by mail or credited after being processed by the proper departments.
5. All returned checks will incur a $25.00 Returned Check Fee.
6. Memphis Cook Convention Center is the exclusive provider of telecommunications services for the Memphis Cook Convention Center.
7. Credit will not be given for service installed and not used.
8. Incomplete ordering may delay processing and installation. Additional charges for upgrade in service and labor charges will be applied.
9. Exhibitors must sign for and pick up equipment at the MCCC Service Desk.
10. Exhibitors will be fully responsible for the protection and safekeeping of all equipment issued to them.
11. Exhibitors must return equipment to the MCCC Service Desk within one hour of show closing. If not returned exhibitor will be required to pay for replacement of said equipment.
12. Only Convention Center personnel are authorized to modify system wiring or cable or hubs.
13. Memphis Cook Convention Center is not responsible for any level fluctuations or circuit failure due to temporary or load telephone company conditions.
14. Malfunctions in equipment will not be considered unless filed in writing by exhibitor prior to show closing.
15. All equipment must comply with FCC regulations.
16. Work done after 5:00 p.m. and anytime on Saturdays, Sundays or holidays will be charged at the double time rate. Labor is charged in one hour increments.
17. Any changes in location after installation will incur a new order charge.
18. User of Internet Service shall not knowingly cause or permit (a) material disruptions of or interface with network systems, users, services or equipment or (b) use the Internet connection for fraudulent or illegal purpose. Users may send and receive both commercial and non-commercial traffic over the Internet connection.
19. MCCC shall not be liable to organization for any damage arising out of any event that is out of the control of MCCC. MCCC shall not be liable to user for any indirect, special, incidental, exemplary, consequential or any form of money damage, including but not limited to lost profits or damages for the loss of data or information, delay, nondelivery or misdelivery or service interruption of any kind; however caused, arising out of or in connection with the use or provision of the Internet connection, whether based in contract, tort or any legal theory, and whether MCCC has been made aware of the possibility of those damages. In no event shall MCCC be liable to the user for any amount in excess of refund of amounts actually paid by the user to MCCC.
20. Any customer that orders the Internet and participates in any fraudulent, illegal or illicit behavior will give up their rights to said service and all the monies that have been paid to the MCCC for said services. The MCCC will assist with any and all proceedings resulting from such behavior.

THE PARTIES AGREE THAT THE IMPLIED WARRANTIES OF MERCHANTABILITY AND THE FITNESS FOR A PARTICULAR PURPOSE AND ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, ARE EXCLUDED FROM THIS AGREEMENT. SMG AND THE MEPHIS COOK CONVENTION CENTER DO NOT ASSUME ANY LIABILITY FOR DAMAGES OF ANY TYPE WHATSOEVER OR LOSS OF ANTICIPATORY PROFITS RESULTING FROM THE USE OF EQUIPMENT OR SERVICES OR DELIVERY OR INSTALLATION OR DAMAGE OF ANY SORT WHATSOEVER TO USER'S GOODS OR EQUIPMENT ARISING FROM ANY CAUSE WHATSOEVER

APTA EXPO
PUBLIC TRANSPORTATION'S PREMIER SHOWCASE

NOTIFICATION OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR

DEADLINE: May 13, 2011

➔*EXHIBITORS COMPLETE THIS FORM*←

ONLY if your company plans to use a contractor that is **NOT** an officially designated contractor in the exhibitor service manual, you **must** complete and return this form to the address below.

IMPORTANT: It is your responsibility to inform your Exhibitor Appointed Contractor that Show Management **requires an original general liability insurance certificate mailed** to **APTA, NTP and Hicks Convention Services** or your Exhibitor Appointed Contractor will **NOT** be permitted to service your exhibit.

Contractor's Company Name: _____

Contact Person: _____

Phone: _____ Fax: _____ E-mail: _____

On-Site/Mobile Phone (if available): _____

Address: _____

City/State/Zip Code: _____

Type Of Service Or Delivery To Be Performed: _____

Exhibiting Company: _____ Booth #: _____

Exhibitor Contact: _____

Phone: _____ Fax: _____ E-mail: _____

Is contractor authorized to order show services on behalf of exhibitor? (check one) _____ YES _____ NO

AUTHORIZED EXHIBITOR SIGNATURE: _____

MAIL TO:
Bus & Paratransit Products & Services Show Management
National Trade Productions, Inc.
313 South Patrick Street
Alexandria, VA 22314-3567

***or* FAX TO:**

1-703-706-8229

ITEM	QTY.	Show Rate	Special Show Rate	Total
FLAT SCREEN DISPLAYS AND ACCESSORIES				
17" LCD Flat Screen w/Wall Mount, Data Only-Aspect Ratio 4:3		$117.00	$130.00	
20" LCD Flat Screen w/Wall Mount, Data Only-Aspect Ratio 4:3		$135.00	$150.00	
24" LCD Flat Screen w/Wall Mount, 1080P-Aspect Ratio 16:9, HD		$171.00	$190.00	
32" LCD Flat Screen w/Wall Mount -Aspect Ratio 16:9, HD•		$225.00	$250.00	
37" LCD Flat Screen w/Wall Mount-Aspect Ratio 16:9, HD•		$450.00	$500.00	
37" Plasma Monitor w/Wall Mount-Aspect Ratio 4:3		$595.00	$650.00	
42" Plasma Monitor w/Wall Mount-Aspect Ratio 16:9, HD•		$405.00	$450.00	
46" LCD Flat Screen w/Wall Mount, 1080P-Aspect Ratio 16:9, HD•		$720.00	$800.00	
50" Plasma Monitor w/Wall Mount-Aspect Ratio 16:9, HD•		$640.00	$600.00	
61" Plasma Monitor w/Wall Mount-Aspect Ratio 16:9, HD•		$1,260.00	$1,400.00	
Flat screen display will be used in the following configuration [choose one]		☐ **Table top** ☐ **Wall mount • (see note below)** ☐ **Floor stand (see pricing below)**		
Single Post Stand, 17", 20", and 24" Flat Screen Monitors Only		$45.00	$50.00	
Dual Post Plasma Stand		$60.00	$65.00	
•NOTE: No Charge for Speakers on designated (•) Flat Screen Monitors.				
Wall or truss mounted Flat Screen Monitors may require additional labor.				
VIDEO PLAYERS RECORDERS				
DVD Player (Consumer Grade)		$45.00	$50.00	
VHS Player w/auto repeat		$45.00	$50.00	
AUDIO EQUIPMENT				
Large High Performance P.A. System (2 Lg. Speakers, 1 mixer/amp)		$216.00	$240.00	
Small High Performance P.A. System (2 Sm. Speakers, 1 mixer/amp)		$135.00	$150.00	
Wired Microphone (handheld)		$22.50	$25.00	
Wired Microphone (headset)		$31.50	$35.00	
Wireless Microphone (hand or headset)		$117.00	$130.00	
Anchor AN1000 Powered Speaker w/Stand		$22.50	$25.00	
PROJECTION EQUIPMENT - PROJECTORS AND SCREENS				
LSAV offers a wide variety of LCD and DLP projectors and screens to meet your specific needs. Please call us for a consultation.				
COMPUTERS AND ACCESSORIES				
Desktop Computer, 3GHz or faster w/monitor		$180.00	$200.00	
Laptop - PIV 2GHz/512MB RAM/DVD/Win XP		$207.00	$230.00	
Macintosh G4/512MB RAM/DVD/OS 10.Xxx w/monitor		$270.00	$300.00	
Computer Speakers		$18.00	$20.00	
Wireless Presentation Mouse		$18.00	$20.00	
HP Laser Printer 40PPM		$135.00	$150.00	
NOTE: All computers include Microsoft Office. Additional models, speeds, and configurations are available, customized to your needs.				
LIGHTING & RIGGING EQUIPMENT				
Martin MAC 2000 Spot Fixture		$450.00	$500.00	
Source IV 575w PAR Fixture		$27.00	$30.00	
48 Ch. 2 Scene Preset Lighting Controller		$315.00	$350.00	
ETC Sensor Rack 24 x 2.4kw		$315.00	$350.00	
Tomcat 12" x 18" x 10' Box Truss		$72.00	$80.00	
CM ½-Ton Chain Motor w/ 60' of Chain		$72.00	$80.00	
Power Cable Package - Small		$180.00	$200.00	
Custom Lighting Systems are also available				
ADDITIONAL EQUIPMENT NOT LISTED				
Please call 1-312-491-0123 to inquire about specialty audio visual equipment and services not listed such as model specific equipment, computers, truss, motors, lighting and large format video solutions.				
QUOTED ADDITIONAL EQUIPMENT NOT LISTED ON ORDER FORM				
		@ $	@ $	$
		@ $	@ $	$
		@ $	@ $	$
CALCULATING YOUR ORDER				
1. Equipment Subtotal.....=				$
2. Labor Charges for Installation / Dismantle				
For standard AV equipment, the Total Labor Charge will be 25% of Total Rental, $80 minimum charge			Labor/Standard AV	$
For large display monitors (42" - 61"), or any monitor mounted to a display booth, Labor Charge is $275.00			Labor/Large Monitors	$
For lighting and rigging, a specialized, custom labor quotation by LSAV is required			Labor/Custom	$
3. Total Charges .....=				**$**

APTA AMERICAN PUBLIC TRANSPORTATION ASSOCIATION

Bus Display & Products & Services Showcase

Memphis Convention Center

Event Date: May 24, 2011

Early Order Deadline: May 3, 2011

LSAV LakeshoreAudiovisual
People | Technology | Solutions

LSAV
LakeshoreAudiovisual

special events | tradeshows | pre-production design | cutting-edge technology

CREDIT CARD AUTHORIZATION FORM

PLEASE PRINT CLEARLY

ORDER # _____ **DATE OF EVENT (S)** _____

CUSTOMER NAME _____

AMOUNT TO CHARGE _____

CARDHOLDER'S NAME _____

BILLING ADDRESS _____

CITY, STATE, ZIP_____

PHONE# _____ **FAX#** _____

CREDIT CARD TYPE _____ **EXPIRATION DATE** _____

CREDIT CARD # _____**CVC #**_____

I, the undersigned, hereby authorize my credit card, as listed above, to be used as a guarantee of payment for all outstanding charges for the above named order(s), which includes any additional fees incurred on your behalf. I agree to comply with all terms and conditions, as set forth in relation to this transaction.

Cardholder Name (print)_____

Cardholder Signature _____ Date _____

PLEASE NOTE:

A 3% SERVICE FEE WILL BE CHARGED TO ALL ORDERS

3912 w. mclean ave., bldg. d, chicago, il 60647 | 312.491.0123(p) | 312.491.0125(f) | 866.491.0123(toll free) | www.lsav.tv